

**United States District Court
Western District of Washington**

Honorable Richard A. Jones

Courtroom 13106

PRETRIAL CONFERENCE CHECKLIST – CRIMINAL JURY

Case Name:

Cause No.

Government's Counsel:

Defendant's Counsel:

Trial Date:

Estimated Length of Trial:

Trial Schedule: Days: _____ Hours: _____

Pending Motions:

Jury Selection:

Court's General Voir Dire

Counsel's Proposed General Voir Dire

Attorney-Conducted – Time Allowed for Attorney Questioning: _____

For Cause Challenges

Peremptory Challenges

of Peremptory Challenges: Pursuant to FRCP 24(b)(2)

Number of Jurors for Voir Dire: _____

of Alternates: _____

Juror Questionnaire? Yes: _____ No: _____

Indictment / Complaint to be Read to the Jury

Court's Preliminary Instructions to the Jury

Opening Statements:

Length of Opening Statements: _____

Procedure for Openings (*e.g.*, Podium and Use of Exhibits During Openings)

Government's Witnesses:

Defendant's Witnesses:

Requirement that counsel inform each other of the next day's witnesses

Witnesses that need special accommodation (*e.g.*, out-of-town witnesses, witnesses with disabilities, witnesses that need interpreters, etc.)

Counsel for any co-defendants that may be called to testify

Exhibits Procedure: See Handout from Courtroom Deputy

Sidebar Conferences / Defendant's waiver of presence at sidebar conferences

Juror Notetaking – Notebooks before or after opening statements? _____

Courtroom Technology

Stipulations of the Parties

Upcoming Deadlines:

Additional Notes:
